

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Risk Manager	Job Family: 2
General Classification: Management	Job Grade: 38

Definition: To protect City assets, human resources, finances and property; to manage loss control and loss prevention through hazard identification, safety education, financial management, insurance management and claims management.

Distinguishing Characteristics: Receives general direction from the Finance and Administrative Services Director.

Exercises direct supervision over clerical/technician employees; and may exercise technical supervision over other employees.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Manage all risk and insurance programs, including insured and self-insured programs; determine appropriate funding and reserve levels for risk and insurance programs; provide marketing analysis of selected employee benefits; oversee City-wide safety programs, OSHA compliance and workplace security; oversee the legal and contractual aspect elements of risk and insurance programs.
2. Recommend and implement section goals and objectives; establish performance standards and methods for risk management; develop and implement policies and procedures.
3. Plan, develop and oversee the work of staff involved in risk management.
4. Analyze self-insured retention levels, excess limits, aggregates and reserve levels.
5. Evaluate the cost and benefits of alternate risk financing methods.
6. Maintain and analyze loss records; prepare reports and give presentations, including recommendations, to elected and administrative bodies.
7. Manage and coordinate the activities of in-house and third-party claims administrators, adjusters, brokers and legal counsel.
8. Develop and administer a comprehensive Employee Safety program in conjunction with the Workers' Compensation program.

9. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for risk management expenditures; monitor and control expenditures.
10. Participate in the selection of staff; conduct performance evaluations; recommend discipline as needed.
11. Represent the City in all insurance-related forums.
12. Develop contractual review procedures and insurance requirements for City contracts.
13. Prepare and monitor the risk management program budget.
14. Develop and implement procedures to identify and report loss exposures.
15. Conduct training to employees in area of loss prevention and safety.
16. Forecast, plan and administer a variety of risk management budgets and special funds.
17. Develop and implement procedures for claims handling.
18. Coordinate and monitor claims and lawsuits with the City Attorney.
19. Build and maintain positive working relationships with coworkers, other City employees and the public using principles of good customer service.
20. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
21. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of public agency insurance programs, including claims administration, administration and adjustment and appropriate reserve setting formulas; financial and legal requirements for developing, implementing and administering self-funded plans, including liability, California Workers' Compensation and employee group benefit insurance programs; employee safety training and incentive programs, including OSHA guidelines; loss control training; pertinent local, State and Federal rules, regulations and laws; modern office procedures, methods and computer equipment; principles and practices of research analysis and management; budgeting procedures and

techniques; principles of supervision, training and performance evaluations; principles and practices of work safety.

Ability to: Analyze and interpret laws, ordinances and regulations in the risk management field, specifically to identify, evaluate, treat and finance risks incurred by the City; prepare comprehensive and complex reports for department head, City Manager and City Council; initiate policy according to law or good risk management principles; interpret and explain pertinent City and department policies and procedures; perform the most complex work of the unit; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; perform related duties as assigned.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years experience in a risk management program, including liability, Workers' Compensation, employee benefit and safety programs. Public agency experience, as well as expertise with Workers' Compensation issues as they apply to public safety employees, is also required. Equivalent to a bachelor's degree in business or public administration, finance or a related field. Designation as an Associate in Risk Management by the Insurance Institute of America and a master's degree are highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Established January 1994

Revised December 2005

CLASS SPECS

CS184-M^